

Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED] Records Management
THRU : [REDACTED], Admin. Staff

DATE: 1 February 1961

FROM : [REDACTED]

SUBJECT: Open Shelf Shelving and File Folders

1. The new shelves and file folders have been received and we have had the shelves installed by the Diebold Company [REDACTED]. We shall be glad to have [REDACTED] come up to help with the installation and transferring of material any time it is convenient for him.

2. We do have a question about the number of folders that we received. We received six cartons from Railway Express yesterday, four of which contained file folders and the other two contained the eight over-night-storage boxes. There were two packing slips for the folders but we cannot find a packing slip for the eight boxes.

3. We are enclosing the two packing slips which we did receive and you will note that they both list 1500 folders and one lists four cartons and the other three cartons. There are 15 boxes of folders altogether and each contains 90 folders which makes a total of 1350 instead of 1500. We are wondering whether there should be three more cartons of folders or whether the second packing slip should have been for the storage boxes. At any rate, we thought we should tell you that we received only approximately 1350 folders instead of 1500.

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Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170046-4

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